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DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
BAHRAIN
FPO AE 09834-2800

NSABAHRAININST 1800.1
01A
27 May 04

U.S. NAVAL SUPPORT ACTIVITY BAHRAIN INSTRUCTION 1800.1

Subj: PREPARATIONS FOR FLEET RESERVE/RETIREMENT CEREMONY

Encl: (1) Fleet Reserve/Retirement Ceremony Checklist
(2) Retirement Biography
(3) Commanding Officer Letter of Appreciation
(4) NSABAHRAINNOTE 1800

1. Purpose. To establish a means of coordinating fleet reserve/retirement ceremonies.

2. Background. Transferring to fleet reserve or retiring is a special occasion for any service member and should be an act in which they can look back and have a lasting and positive memory of the transition to civilian life.

4. Discussion. Retirement and transfer to the fleet reserve are both discussed in this instruction and are referred to as "retirement" from here on. Retirements require detailed coordination of activities and resources for not only the ceremony coordinator, but the retiree as well. To guarantee a successful evolution, which embraces time honored traditions of the U.S. Navy and is enjoyed by the retiree, the member should hold an active role in the preparations of the ceremony and work closely with the ceremony coordinator. To ensure the retirement ceremony and administrative documentation are accomplished properly, enclosures (1) through (4) are provided as guidelines. They may be modified, as the retiree and ceremony coordinator deems necessary.

5. Action. Once approval for retirement as been received, the following actions are required:

a. Respective department:

(1) Assign a Departmental Ceremony Coordinator.

(2) Review enclosure (1) for required/anticipated action(s).

b. Admin/Personnel: Ensure all required documentation is processed to complete the transition from active duty to retirement.

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c. Ceremony Coordinator:


(1) Review enclosure (1) and with the retiree, determine the desired actions for the conduct of the ceremony.

(2) Utilizing enclosure (3), not all-inclusive as a sample, draft a retirement ceremony notice outlining responsibilities and assigned actions. Retirement notice will be prepared, signed and distributed not less than 30 days prior to member's elected ceremony date.

(3) Keep the Command Master Chief, respective Department Head and retiree apprised of pending actions.

6. Logistics support. Throughout Naval tradition retirees have often been presented with various memorabilia, which signifies their contributions over the years of military service (e.g., command plaque, shadow box containing various career related items, national ensign, and flowers for a spouse/mother/significant other are just a few). Such items are not supported by appropriated funds and as such require coordination with the parent division/department or affiliated association of which the retiree may be an active member.

7. Review and update. The Command Career Counselor is responsible for the annual review and update of this directive.


J. M. SMITH

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Fleet Reserve/Retirement Ceremony Checklist

Things to consider

Arrangements with Boatswain's Mate (Pipe)
Side Boys (Inspect 30 minutes prior, practice if necessary)
Guest Speaker (accommodations required? Reservation?)
Invitation
Refreshment
Chairs
Podium
Request for ceremonial band or arrangements for pre-recorded
Ceremonial music
Arrangements for ceremonial honor guard
Ceremonial flag for display
Speaker system
Ceremonial bell (coordinate through MWR)
Parking (coordinate through Security, if necessary)
Reception
Location of ceremony
Inclement weather plan
Guest list (Access list to security if not ID Card holders)
Dress code/uniform requirements

<u>Recommended Action Due Dates</u>		
<u>Planned</u> <u>Date plus</u>	<u>Event</u>	<u>Date</u> <u>Completed</u>
120 days	Designate Departmental Ceremony Coord.	_____
120 days	If applicable, draft and route retirement award.	_____
120 days	Send request for retirement congratulatory letters (Sponsor).	_____
120 days	Confirm location and set up diagram.	_____
90 days	Send request for Marine/Navy Honor Guard.	_____
90 days	Procure National Ensign.	_____
90 days	Prepare retirement program	_____
90 days	Review awards/ribbons/insignia; procure shadow box; purchase insignia/ribbons.	_____
60 days	Obtain retirees guest list (guest list to Security, if required); draft invitations; determine uniform; ask retiree for desired presiding officer.	_____
45 days	Request retirement ltr/certification from MCPON.	_____

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Enclosure (1)

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45 days	Mail invitations.	_____
45 days	Draft retirement notice and route.	_____
30 days	Assemble shadow box. Complete engraving.	_____
30 days	Draft script for ceremony (1650).	_____
15 days	Print retirement program	_____
15 days	Request photographer via memo.	_____
15 days	Arrange refreshments.	_____
15 days	Check to make sure award is on board.	_____
5 days	Check on required chairs; arrange for speaker system.	_____
5 days	Proof read all certificates, letters awards, plaques, engraving, etc.	_____
3 days	Consider mock rehearsal with key participants.	_____
3 days	Check space planned for ceremony Clean? Decorated?	_____
3 days	Confirm with photographer, boatswain, sideboys.	_____
1 days	Reserve parking for retiree's family and any VIPs (as applicable).	_____
0 day	Set up for ceremony. Final review for ceremonial flags, ceremonial bell, red carpet, chairs, speaker system, podium, tables, etc.	_____
0 day	Set up refreshments.	_____
0 day	Ensure award, all appropriate letters, certificates, flowers, shadow box, gifts, and orders are in place on table at retirement site. Boatswain's Mate with pipe is present.	_____

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RETIREMENT BIOGRAPHY
FOR ETCS(SW) I. B. NAVY

1. Name:
2. Spouse's name:
3. Name(s) and Age(s) of Child(ren):
4. Previous Commands:
5. Awards:
6. Significant Achievements:
7. Goals:

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Enclosure (2)

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Commanding Officer's Letter of Appreciation

1500
Ser 00

Senior Chief Petty Officer Join B. Navy
U.S. Naval Support Activity Bahrain
FPO AE 09834-2800

Dear Senior Chief Petty Officer Navy,

As you conclude a military career that has spanned over XX years of service, I want to take this opportunity to express on behalf of the Department of the Navy and your Shipmates at U.S. Naval Support Activity Bahrain, congratulations and sincere appreciation for the honorable and faithful service you have rendered to our country.

Your distinguished service included duty aboard Recruit Training Command, Orlando, FL; Naval Air Technical Training Center, Millington, TN; Helicopter Mine Countermeasures Squadron Sixteen (HM-16), Norfolk, VA; Naval Surface Warfare Center Coastal Systems Station Dahlgren Division, Panama City, FL; Patrol Squadron Four (VP-4), Barbers Point, HI; Helicopter Mine Countermeasures Squadron Twelve (HM-12), Norfolk, VA; Fleet Air Reconnaissance Squadron One (VQ-1), Guam; Patrol Squadron Five (VP-5), Jacksonville, FL and U.S. Naval Support Activity Bahrain.

Your awards include two Navy and Marine Corps Achievement Medals, the Presidential Unit Citation Ribbon, the Navy Unit Commendation Ribbon, two Meritorious Unit Commendation Ribbons, five Navy 'E' Ribbons, five Navy and Marine Corps Good Conduct Medals, two Navy and Marine Corps Expeditionary Medals, three National Defense Service Medals, the Armed Forces Expeditionary Medal, the Kosovo Campaign Medal, five Sea Service Deployment Ribbons, the North Atlantic Treaty Organization (NATO) Medal.

It gives me great pleasure, as the Commanding Officer where you completed your naval career, to thank you for a job exceptionally "Well Done".

You can be very proud of having served our country in a manner that has been in keeping with the highest standards and traditions of the Navy. I trust that the years you have served in the Navy will benefit you as much as the Navy has benefited

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from your effort. I wish you "Fair Winds and Following Seas"
and continued success in all future endeavors.

Sincerely,

J. M. SMITH
Captain, U.S. Navy
Commanding Officer

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NSABAHRAINNOTE 1800

U.S. NAVAL SUPPORT ACTIVITY BAHRAIN NOTICE 1800

Subj: RETIREMENT CEREMONY FOR ETCS(SW) JOIN T. NAVY, USN

Encl: (1) Assignment of Individual/Departmental Tasks and
Responsibilities
(2) Schedule of Events

1. Purpose. To assign duties and responsibilities for the accomplishment of tasks involved in the planning and conduct of a retirement ceremony on (Date) at (Time) in (Place).

2. Information

a. A retirement ceremony will be held for ETCS(SW) Join T. Navy at 1230, 12 May 2004 in the NSA Chapel/Training Center. All military personnel and their families are cordially invited to attend the ceremony. Guests are requested to be seated by 1225.

b. Uniform. The uniform for the ceremony is as follows:

(1) Participants. Officers/CPOs: Summer Whites with ribbons. E-6 and below: Service Dress Whites with ribbons.

(2) Guests. Appropriate civilian attire.

3. Action

a. Enclosure (1) assigns tasks and responsibilities.

b. Enclosure (2) contains schedules of events.

I. M. HAPPY
By direction

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Enclosure (4)

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ASSIGNMENT OF INDIVIDUAL/DEPARTMENTAL TASKS AND RESPONSIBILITIES

1. Ceremony Coordinator. (Name). Personnel assigned specific tasks will keep the ceremony coordinator advised of their progress.

2. Honor Sideboys

EWCM(SW) Doe	SKCS(AW) Doe
ENC(SW) Doe	TMCS(SW/AW) Doe
GMC(SW) Doe	MMC(SW) Doe
OSCM(SW) Doe	PNCM(SW) Doe

3. Escort

QMCS(SW) R. John

4. Ushers

MACS(SW) J. Frank MAC(AW) P. Frank

5. Master of Ceremonies/Narrator. OSCM(SW) Happy Rick, Command Master Chief.

6. Guest Speaker. CAPTAIN Robert B. Navy, Commanding Officer.

7. Tasks and responsibilities

a. Administrative Department

(1) Announce ceremony via the POD.

(2) Print retirement ceremony programs (40) and retirement ceremony invitations (40) for distribution.

(3) Provide Ceremonial Colors and Flag stands for posting of Colors no later than 1600, 11 May 2004.

(4) Provide additional chairs in the Chapel/Training Center.

(5) Ensure Chapel/Training Center is clean and prepared for the ceremony.

b. Public Affairs Department

(1) Provide public affairs news/video coverage of the event for base newspaper. Ensure PAO article announcing the retirement and career history is printed in the Desert Times and member's home newspaper.

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c. Career Counselor Department

(1) Prepare retirement certificates, Presidential Certificate, and spouse Certificate of Appreciation.

d. Chaplain Department

(1) Provide Invocation and Benediction as per enclosure
(2).

e. Operations Department

(1) Provide ceremonial Boatswain's Mate.

f. Admin Department

(1) Provide cassette tape of National Anthem/Ceremonial music.

g. MWR Department

(1) Provide red carpet and ceremonial bell with stand no later than 1600, 11 May 2004. Coordinate with ceremony coordinator.

h. Administration Department

(1) QMCS(SW) Doe:

(a) Act as Adjutant.

(b) Ensure podium, cassette deck, and public address system is in place for ceremony.

(c) Provide personnel for breakdown of ceremonial area and return of equipment after completion of ceremony and guests have departed.

i. Morale, Welfare, and Recreation Department

(1) Set up refreshments in ceremonial area.

(2) Provide ice cream, coffee, and punch (for 40 people) to pre-reception area no later than 1200, 12 May 2004.

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SCHEDULE OF EVENTS
RETIREMENT CEREMONY
FOR
EMCS(SW) I. B. NAVY
CHAPEL TRAINING CENTER
NAVAL SUPPORT ACTIVITY BAHRAIN

TIME EVENT

1200 - All equipment in place.
 - Colors in place.
 - Command/Department personnel fall in.

1225 Adjutant:
 - Call formation to attention.
 - Call formation to parade rest. EMCS(SW) I. B. Navy and guests arrive and are seated.
 - Call formation to attention.
 - CO and VIPs arrive and are seated.
 - Call formation to parade rest.

1230 Narrator: Opening remarks.

1235 - Play National Anthem.
 - Post Colors.

1240 Chaplain: Invocation.

1245 Guest Speaker: CAPTAIN Robert B. Navy, Commanding Officer, U.S. Naval Support Activity Bahrain.
Narrator: After Guest Speaker's remarks, Introduce Captain Evan Ship, Executive Officer, U.S. Naval Support Activity Bahrain.
Executive Officer: Remarks.
Narrator: Call "Will Mrs. Navy please come forward."
Escort: Escorts Mrs. Navy to the podium.
Narrator: Read Spouse's Certificate of Appreciation. CO presents award and flowers.
Escort: Escorts Mrs. Navy back to seat.
Narrator: Call "EMCS(SW) I. B. Navy, Front and Center."
Narrator: Read Letter of Commendation. CO presents award.
Narrator: Read Retirement Orders. CO presents orders.
Narrator: Read Retirement Certificate. CO presents award.
Narrator: Present shadow box and plaque from CPO Mess.

1310 EMCS(SW) I. B. Navy: Remarks.

1315 Chaplain: Benediction.

1320 Narrator: Ceremonial piping ashore.

1330 EMCS: Request permission to go ashore.
 - Pipe Senior Chief Petty Officer Navy ashore.
 - Secure from Ceremony. All personnel stand fast during "Anchors Aweigh".

Reception immediately following the ceremony. ALL HANDS are cordially invited to attend.